UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
Washington, 25, D. C.

Number 102
August 18, 1947

PMA PROCEDURE TRANSMITTAL

NOTICE

ABOLITION OF ATLANTA OFFICE OF THE GRAIN BRANCH: The Atlanta Office of the Grain Branch has been abolished effective July 31, 1947. Any inquiries concerning the former activities of this office should be addressed to the Washington Office of the Grain Branch.

NEW RELEASES

115.4
8-7-47

ORGANIZATION OF MARKET NEWS SERVICE JOINT OPERATING COMMITTEES: Establishes procedure, defines authorities and responsibilities of chairmen of market news service joint operating committees, and establishes advisory group with Director of Budget and Management Branch or his designee as Chairman. (Distributed separately to A Manual holders and Market News Offices concerned.)

139.1
8-1-47

REPORT OF MAN-MONTHS BY WORK PROGRAMS: Establishes procedure for use during the 1948 fiscal year in preparing cost analysis reports. (Distributed separately.)

FORMS MANUAL INSERTIONS

PMA-413
8-8-47

MARKET NEWS SERVICE JOINT OPERATING REPORT: (Distributed separately to "A" Manual holders and Market News Offices concerned.)

PMA-417
7-9-47

NOMINATION FOR HONOR AWARD: Use in submitting nominations for Honor Awards outlined in PMA Instruction 104.3 and Secretary's Memo 1186 which have been distributed previously.

PMA-418
7-15-47

ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS (DIRECT ALLOTMENTS): Preparation of form outlined in PMA Instruction 139.1 which was distributed separately.

CHANGE

203.2
7-1-47

NOTIFICATION OF INDEBTEDNESS OF COMMODITY CREDIT CORPORATION: In paragraph IV, last line, change reference to "Paragraph V" to "Paragraph III B."

OBSOLETE

The following forms have been declared obsolete. Existing stock may be disposed of in accordance with PMA Instruction 456.1

Form No.	Title	Superseded By
PMA-166	(5-17-46) Report of CCC Loans	PMA-166 (9-6-46)
FDA-326	Processed Fruit and Vegetable Inspections	FV-370
FDA-522	Typist Monthly Accomplishment Report	- -
FDA-521	Typists Daily Accomplishment Report	- -
FDA-520	Monthly Accomplishment Report	- -
FDA-519	Daily Accomplishment Record	- -
AMA-166	Report of Purchase Commitments	- -
FDA-436	Nomination for Army-Navy "E" Award	- -
OMS-285	Selective Service Control Record	- -
FDA-480	Selective Service Control Record	- -
OMS-342	Designation of Order Administrator and Alternate WFO	- -
FDA-648	Allocation Card	- -
OMS-198	Cold Storage Holdings_____By Sections	MF-20
FDA-657	Request for Food Order Information	- -
FDA-734	Wholesale Meat Market Quotations	- -
OMS-196	Cold Storage Holdings on_____with Comparisons	MF-48
PMA-65	Voucher for Transfer between Programs of CCC	- -
PMA-218	Statement of Inter-Office Payments and Collections	- -
PMA-219	Statement of Inventory Transfer & Inter-Program Transfers	- -

The following forms have been declared obsolete, existing stock to be used until exhausted.

FDA-398	Statement of Inspection Fees	GR-238
OMS-338	License Information in Connection with PACA	FV-374
OMS-337	Score Card for Baled Hay	GR-240
GRSB-81	Soap Analysis	GR-239
OMSL-64	(Franked card regarding sample containers)	FV-377
FPI-2	Farm Products Inspection Service	FV-229
FDA-489	Farm Products Inspection Service	FV-229
OMS-152	Farm Products Inspection Service	FV-229
AMA-155	Sampling and Test Weight of Dry Skim Milk	DA-137
FDA-517	Request for Files Service	PMA-369
FDA-518	Backing Sheet	PMA-370
PAC-31	Preliminary Statement of Facts Under PACA-Brokers	FV-378
LB-78	Annual Reports Index Card Record	LS-189

The following forms have been declared obsolete. Existing stocks are to be forwarded to Compliance and Investigation Branch:

OBSOLETE - (Continued)

Form No.	Title	Superseded By
FDA-717	Investigation Record	- -

The following form has been declared obsolete. Of the existing stocks, forward 5,000 copies to the Livestock Branch, Room 3535-South, and destroy the remaining copies if any:

LS-172 (3-5-47)	Report of Processing CCC Wool	LS-172 (6-20-47)

ORGANIZATION OF MARKET NEWS SERVICE JOINT OPERATING COMMITTEES

Administration
Organization
Committees

I PURPOSE

This Instruction outlines the organization, responsibilities, and authorities of the Market News Service Joint Operating Committees.

II ORGANIZATION

The Market News Service Joint Operating Committees are organized at field offices where two or more market news divisions are housed in the same building. The membership of these committees includes all representatives in charge of the local market news services. These committees supervise and conduct cooperatively the mimeographing, addressographing, and mailing of market news reports. Joint Operating Committee Chairmen and Vice Chairmen are local market news service representatives. Chairmanship of a committee is limited to one year and rotates among branches. The Vice Chairman will be the succeeding Chairman. In the absence of the Chairman, the Vice Chairman will assume the authorities and responsibilities of the Chairman.

III SCHEDULE SHOWING ROTATION OF BRANCH REPRESENTATIVES AS CHAIRMEN OF JOINT OPERATING COMMITTEES

City	Fiscal Year 1948	Fiscal Year 1949	Fiscal Year 1950	Fiscal Year 1951
Boston 1/	F & V	Dairy	Livestock	F & V
New York	Livestock	Dairy	F & V	Livestock
Philadelphia	Dairy	F & V	Dairy	F & V
San Francisco	Livestock	Grain	F & V	Dairy
Los Angeles 2/	Dairy	F & V	Dairy	F & V
Portland	Dairy	Grain	F & V	Dairy
Seattle	F & V	Dairy	F & V	Dairy
Cincinnati	F & V	Dairy	F & V	Dairy

1/ Information Service (N. E. Radio News) also cooperate.
2/ Grain also cooperates.

IV OPERATING FUNDS AVAILABLE TO JOINT CHAIRMAN

Effective July 1, 1947, an allotment of funds is available to each chairman, on allotment advice Form AD-549, which does not identify any branch; however, an operating report submitted monthly to the Director of the Budget and Management Branch, Washington (See Paragraph V C) will provide the basis for allocating costs to the respective branches. The allotment covers only the costs of ink, mimeograph paper, teletype tape, teletype paper, repairs to machines and necessary related costs such as transportation, cartage, and so forth. The Joint Chairman has responsibility for control of expenditures made against the allotment. The limited funds that are available make it necessary to limit paper inventories to not more than a six months' supply and to observe every possible economy in the other phases of joint operating committee management. The allotment is not to be used to pay salaries.

V RESPONSIBILITIES

The Joint Chairman or Vice Chairman when acting as Chairman shall:

A Requisition mimeograph paper, ink, teletype tape, teletype paper, order repairs to equipment; and relative thereto approve necessary transportation, cartage, and so forth, charging costs incurred thereby to the funds allotted each fiscal year to the Joint Chairman.

B Use mimeograph paper charged to his allotment only for market news reports of offices with membership on joint operating committee. Require any other office desiring services of joint operating committee to furnish supplies necessary in rendering the services.

C Submit monthly, the market news joint operating report, Form No. PMA-413, in an original and five copies, to the Director of the Budget and Management Branch, Washington, D. C. PMA-413

D Plan and direct the work of personnel engaged in mimeographing, mailing, and related duties incident to the release of market news reports.

VI AUTHORITIES

The Joint Chairman or Vice Chairman when acting as Chairman is authorized to:

A Approve requisitions for mimeograph paper, ink, teletype tape, teletype paper, repairs to equipment, and approve related costs such as transportation, cartage, and so forth.

B Arrange leave of joint employees under his supervision, in collaboration with local representatives of branches carrying salaries of these employees.

Administration
Organization
Committees

(VI)

C At his discretion render limited service to offices not members of joint operating committee, but any employment of temporary relief help must be approved in advance by the respective Washington Branch paying the salary.

D Arrange through the Chief, Leased Wire Section, Administrative Services Division, Washington, for the employment of temporary teletype operator in emergency. (New York, Philadelphia, Boston, San Francisco.)

E Develop plan locally insofar as feasible for utilizing spare time of teletype operator for other work connected with joint operation, or in market news offices.

VII COORDINATION AND REVIEW OF MARKET NEWS SERVICE JOINT OPERATING COMMITTEES

The Director of the Budget and Management Branch will have over-all responsibility for the coordination and review of activities of the market news joint operating committees. Administrative problems and questions arising in connection with the activities of the operating committees which cannot be solved locally will be referred to the Director of the Budget and Management Branch, Washington, to be taken up at his discretion with the joint operating advisory group representing the respective branches.

VIII JOINT OPERATING ADVISORY GROUP

Washington administrative officers and representatives of market news divisions of the branches represented on joint operating committees and representatives of the Budget and Management Branch will constitute a joint operating advisory group to meet at the direction of the chairman to review summary reports regarding the status of the joint allotment and to consider problems and proposals concerning the budget and management of the joint operating committees. The Director of the Budget and Management Branch or such official of the Branch as he may designate will be the chairman of the joint operating advisory group.

* * *

Form PMA-413
(8-8-47)

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

To: Director, Budget and Management Branch
Attention: Chairman, Joint Operating Advisory Group

From:
Chairman, Market News Service Joint Operating Committee
_____(Location)

Subject: Market News Service Joint Operating Reports

For Month Ending_____

ITEM	PAPER	INK	TELETYPE TAPE & PAPER	OTHER
INVENTORY				
On hand 1st day of month				
Received during month				
Used during month				
On hand last day of month				
Ordered but not received				
QUANTITIES USED IN MONTH				
Dairy Branch				
Fruit and Vegetable Branch				
Livestock Branch				
Grain Branch				
Information Service (Boston)				
TOTAL				

STATUS OF ALLOTMENT

ALLOTMENT	OBLIGATIONS INCURRED								BALANCE OF ALLOTMENT
	CUMULATIVE REPORTED PRECEDING MONTH	DURING THE MONTH 1/						CUMULATIVE THROUGH REPORTING MONTH	
		MIMEOGRAPH PAPER	INK	TELETYPE TAPE AND PAPER	REPAIRS	OTHER	TOTAL		

1/ Include orders placed and repairs authorized.

(Submit Original and 5 Copies)

FORM NUMBER: PMA-413
TITLE: MARKET NEWS JOINT OPERATING REPORT
ACTUAL SIZE: 8" X 10½"
PRINTED: 1 sheet, one side

PREPARATION: By Market News Service Joint Operating Committee, in an original and five copies.

DISTRIBUTION: Original and five copies submitted monthly to Director, Budget and Management Branch.

PROCEDURE COVERING USE: 115.4

DISTRIBUTION: A, B

8-8-47

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

PMA 139.1

REPORTS OF MAN-MONTHS BY WORK PROGRAMS

I PURPOSE

This instruction establishes a procedure to be followed by unit heads, section chiefs, division chiefs, and other supervisory officials of PMA, in preparing forms AD-532 and PMA-418, "Analysis of Man-months by Work Programs." This procedure is designed to secure uniformity in the preparation of these forms and to insure that funds are actually spent for the purpose for which they were appropriated and for no other purpose. The procedure prescribed herein shall be effective July 1, 1947, and shall be applicable to all offices of PMA.

AD-532
PMA-418

II GENERAL

AD-532 is designed primarily to provide information which will be used to determine the monthly cost of conducting the individual programs or projects within PMA that are financed from the Consolidated Account allotments. "Consolidated Account" allotments are those made from the appropriation "Administrative Expenses, Commodity Credit Corporation," which is subsequently reimbursed on the basis of the monthly cost analysis reports. PMA-418 is designed for reporting of activities financed from Direct Allotments and is simplified to the extent that it will only be necessary to report man-months by projects within the fund from which the employee is payrolled. "Direct Allotments" are those made to a branch or office directly from the fund indicated. Paragraph III of this Instruction describes the procedure to be followed in filling out AD-532. Paragraph IV of this Instruction describes the procedure to be followed in filling out PMA-418. Paragraph V of this Instruction describes the procedure to be followed in reporting Detail of Employees, Reimbursable Services, Leave, etc., on Forms AD-532 and PMA-418. Exhibit A lists descriptions of all projects which will be reported. Exhibit B lists work projects under the Consolidated Account by branches and offices and the numerical sequence in which they will be reported. Exhibit C lists the annual and daily salary rates and total salary by months, to be used in completing column 26 of Form AD-532.

III INSTRUCTIONS FOR THE PREPARATION OF FORM AD-532

A Offices Required to Prepare Form - AD-532 will be required from all branches and offices of PMA having functions financed from the Consolidated Account. Each unit, section,

division or area within each branch or staff office will prepare and submit a separate AD-532. The following, however, need only submit information requested in columns 26 through 29:

1 Office of the Administrator
2 Budget and Management Branch
3 Fiscal Branch (Administrative Fiscal)
4 Information Service

B Basis for Preparation - The head of each organizational unit, or a person designated by him should report the allocation of total man-months according to the amount of time devoted to each work project covered by this procedure. The validity of the cost analysis will depend to a large degree upon its preparation in the units actually performing the work on the projects listed. Where the activities of an organization unit are fairly stable, the unit supervisor will have an inherent knowledge of the time devoted to each work project within his unit. From time to time, however, a supervisor should review the operations of his unit to ascertain the correctness of reports prepared on this basis. (When the activities of a unit fluctuate sharply it may be necessary to establish individual, daily or periodic time records.) Units should, where possible, utilize records measuring workload, such as shipping reports, delivery reports, claims adjudicated, accounts maintained, postings, vouchers certified, and so forth, wherever such records are indicative of time spent on each project. Wherever this method of allocating man-months by projects is used it should be cleared as soon as possible with the Branch Administrative Officer and the Budget Division.

C Legend of AD-532

1 Line 1: Branch, Staff Office, or Service Division - Insert the name of the branch or staff office, and the location; for example, Budget and Management Branch, Personnel Division, San Francisco.

2 Line 2: Division, Section, State, and so forth - for example, Wheat Division, Loan Section, Chicago.

3 Line 3:

a Unit - Insert name of organizational unit, if any, operating under the section.

b Month Ending - Insert the last day of the month for which this report is applicable.

(III C)

4 Columns 1 through 25:

a Order of Listing - All units reporting will list all work projects in the same order as they appear in the listing for the branch in Exhibit B of this Instruction. Uniformity in listing work projects facilitates tabulation.

b Column Entry - Enter under columns 1 through 25 the time devoted to each work project. The sum of the man-months entered in columns 1 through 25 must equal the total number of man-months shown in column 27.

c Changes in Listing - Whenever a branch deems it necessary to eliminate a project or to add a new one, the branch administrative officer should contact the Budget Division and request the change.

d Administrative Activities - In the absence of specific information for allocating purely administrative activity within the branch financed from the Consolidated Account, such as work performed in the office of the Branch Director, Branch Administrative Office, Personnel, Administrative Service and Administrative Finance units of the Minneapolis, Kansas City and Portland field offices of the Grain Branch should be distributed on the basis of the workload of the Branch.

5 Column 26 - On the basis of the prevailing annual rates, insert the total actual base pay earned for the month opposite the number of employees reported in each grade. See Exhibit C for rates. The amount earned includes retirement, withholding tax, bond deductions, and so forth. Do not include ordered overtime as provision for reporting this cost is made elsewhere in this Instruction (see paragraph V d). (The base pay earned during the month will be determined by multiplying the daily rate of pay by the actual number of days in pay status. For example, an employee earning $3,397.20 per annum, in pay status for the full month of July would earn $300.61, (see Exhibit C) whereas if the employee was in pay status for only 10 days during the month, multiply the daily rate of $13.07 by 10 to determine the total base pay earned during the month. The number of pay status days in a month is the number of days an employee would normally work, i.e., normally all days in the month except Saturday, Sunday and L.W.O.P.)

(III C)

6 Column 27 - Insert the total number of man-months reported in columns 1 through 25. For a unit reporting an employee who was in pay status less than a full month the man-month figure would be determined on the basis which the number of days the employee was in pay status bears to total pay status days in the month. For example, an employee in pay status 6 days out of an actual work month of 20 days would have worked .3 man-months.

7 Column 28 - Insert the number of individual employees in each grade involved in the man-months reported in column 27.

8 Column 29 - List the grades in descending order under each type of service. A grade should not be reported more than once.

9 Total - The total of columns 1 through 25 must balance with column 27. Accuracy is essential. Be sure to check each column. All consolidations for the branch, staff office, and Production and Marketing Administration as a whole will be made by the Budget Division, and will be supplied to the branches and staff offices upon request. In addition, arrangements may be made by the branch with the Budget Division to obtain such analysis of the branch's reports as is required by the branch for administrative purposes insofar as time and personnel are available for such purposes.

10 Man-month Distribution - All man-month entries in columns 1 through 25 and 27 will be reported to the nearest tenth of a man-month; for example, three-tenths of a man-month should be shown as .3; one and three-tenths man-months should be shown as 1.3.

IV INSTRUCTIONS FOR THE PREPARATION OF FORM PMA-418

A Offices Required to Prepare Form - PMA 418 will be required from all branches and offices of the PMA having functions financed from direct allotments. Each unit, section, division or area within each branch or staff office will prepare and submit a separate PMA-418.

B Basis for Preparation - The head of each organizational unit, or person designated by him, should report the allocation of total man-months by projects within the fund from which the employee is payrolled.

(IV)

C Legend of PMA-418

1 Line 1: Branch, Staff Office, or Service Division - Insert the name of the branch or staff office, and the location; for example, Budget and Management Branch, Personnel Division, San Francisco.

2 Line 2: Division, Section, State, and so forth - for example, Wheat Division, Loan Section, Chicago.

3 Line 3:

a Unit - Insert name of organizational unit, if any, operating under the section.

b Month Ending - Insert the last day of the month for which this report is applicable.

4 Work Projects - Insert man-months by project within the fund from which the employee is payrolled.

5 Total Man-months - Insert the total man-months reported under work projects.

6 Total Number of Employees - Insert the total number of employees employed during the month.

V INSTRUCTIONS FOR REPORTING DETAIL OF EMPLOYEES, REIMBURSABLE SERVICES, LEAVE, ETC. ON FORMS AD-532 AND PMA-418.

A Detailed Employees

1 Within PMA - In the case of reimbursable details of employees, the detailing office will reflect such employees in a column headed "On detail" on Form AD-532 and on a separate line itemized "On detail" on Form PMA-418. These entries will be footnoted to indicate the Branch to which detailed. The receiving office will exclude from their respective reports proper such details, but will indicate by footnoting the total man-months that portion of the month any details which were effective and the project or projects upon which such employees were engaged. In the case of non-reimbursable details, include employees detailed to other offices in the same manner as if they were actually performing work within your office. Exclude employees detailed to your office.

(V A)

2 Between PMA and Other Outside Agencies - In the case of reimbursable details include employees detailed from agencies outside the PMA and exclude employees detailed to agencies outside the PMA. In the rare cases of non-reimbursable details, exclude employees detailed from agencies outside the PMA and include employees detailed to agencies outside the PMA.

B Reimbursable Service Performed for Other Agencies - Man-months of employment applicable to work performed for agencies outside the PMA on reimbursable basis will be reported as a part of the project which such reimbursable work most nearly supplements. For example, inspection of fresh vegetables for the Veterans' Administration on a reimbursable basis would be included in project "Market Inspection - Direct Appropriation." Man-months of work done for other agencies such as Navy and War Departments on an "Advance of funds" basis will be reported under project "Market Inspection - Working Funds", only if inspectors are actually paid from the working funds.

C Computing Man-Months of Employees on Leave

1 Annual, Sick, or Other Leave With Pay - Employees on annual leave, sick leave, court leave, voting leave, leave to take non-competitive examinations, or military leave with pay, should be reported as though they were on active duty and the man-months distributed to the work projects in which they normally would have participated.

2 Leave Without Pay - Employees on leave without pay should be reported for only that portion of the month for which they were in pay status. The period of active duty is to be shown under the appropriate work projects.

3 Lump Sum Payments - Terminated employees who receive lump sum payments for accumulated leave should be reported as if they were on active duty. On Form AD-532 each lump sum payment should be reported as one employee opposite the appropriate grade in column 28. The period of leave for which lump sum payment was made should be converted to man-months and reflected in column 27; for example, for an employee who worked a full month and had accumulated leave to cover a period of two months, the report will show 3 man-months in column 27 and be distributed among the work projects in which he normally would have participated. The following month this employee would not be reported. Where terminated employees are included in a grade, indicate by footnote the number of employees so terminated. On Form PMA-418 the

period of leave for which lump sum payment was made should be converted to man-months and distributed to the work projects on which the employee normally would have participated, and within the fund from which the employee was paid.

D Ordered Overtime - The cost for all ordered overtime performed during the month shall be reported by every unit, division, and branch submitting cost analysis reports under the consolidated account. Insert the total cost of the ordered overtime below the total base pay earned in column 26 and indicate by footnote the amounts of overtime cost applicable to each project.

E Verification - Before the reports are mailed, the vertical and horizontal totals should be checked to determine that they equal the sums of the items in the columns.

F Submission - The original and one copy of Forms AD-532 and/or PMA-418 are required by the Budget Division. Washington and field organizational units, sections, divisions, and so forth, will forward the completed forms to their respective branch or staff office in Washington for submission as received to the Budget Division on or before the tenth of the month following the month for which the report is applicable.

G Source of Supply - Supplies of AD-532 and PMA-418 may be requisitioned through usual supply channels.

* * *

Attachments: Exhibit A
Exhibit B
Exhibit C

*LISTING AND DEFINITIONS OF WORK PROJECTS TO BE REPORTED

A Section 32 Diversion Activities - Administrative costs incident to making diversion payments to processors. No charges are to be made under this project for procurement, shipping or storage.

B Section 32 Export - Includes only administrative costs incident to making differential payments to individual exporters. No charges will be made under this project for procurement, shipping or storage.

C Section 32 Purchases and Direct Distribution - Includes all administrative costs in connection with direct purchases of agricultural commodities from Section 32 funds. All administrative costs in connection with distributing commodities purchased from Section 32 funds (direct purchases and transfers from CCC) to schools, welfare associations and other eligible outlets. Includes administrative costs of shipping activity when commodities move from point of purchase to outlet, from warehouse to outlet, or from purchase point to storage.

D Food Preservation (Section 32) - All work facilitating preservation of abundant foods and processing food for school lunches.

E Marketing of Abundant Foods (Section 32) - All work in connection with Food Distribution Advisory Committees, distributive trades, adjustments in maldistribution and shortages of food, cooperations, special merchandising drives, trade relations on abundant food drives, and development of merchandising information.

F Marketing Facilities (Section 32) (Applicable to Marketing Facilities Branch only) - All work in connection with review and analysis of existing types of organization, methods and facilities for processing, storage, and disposal of farm products and rendering assistance in developing and installing improved methods and facilities for distributing agricultural commodities.

G Administration of Marketing Agreements (Section 32) - All work incident to administering the Agricultural Marketing Agreement Act.

H National School Lunch Act - All work performed in carrying into effect the provisions of the National School Lunch Act. Include purchases under Section 6.

I Price Support Program (CCC) - All activity incident to loan, purchase, and other operations financed exclusively from capital funds of the CCC to support the prices of various agricultural commodities, also includes all work performed in the maintenance and disposal of commodities acquired under price support programs. Custody and disposition activities subsequent to the allocation of commodities acquired under Price Support operations to Cash Paying Governments, Greece-Turkey, and other claimants shall be charged to the respective programs.

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*This listing is not intended to be all inclusive, See paragraph III C 4c

LISTING AND DEFINITIONS OF WORK PROJECTS TO BE REPORTED

J Subsidy Programs - Includes all subsidy programs financed from the capital funds of the CCC including payments or purchases for resale at a loss for the purpose of maintaining price ceilings.

K Commodity Export Program - All activity incident to programs financed from capital funds of the CCC in which the Corporation exports or causes to be exported agricultural commodities and products at world market prices and absorbs or pays the difference between such price and cost on domestic prices.

L Purchases in Foreign Countries - All activity in connection with the purchase (including custody and disposition) abroad, from capital funds of the CCC, of foods, agricultural commodities and products thereof and related facilities as are needed to meet emergency domestic requirements. Activities in connection with the procurement, custody and disposition of commodities to meet foreign requirements for Cash Paying Governments, Greece-Turkey, etc., shall be charged to the respective programs.

M Cash Paying Governments - Includes all work in connection with procuring, storing, handling, shipping, and disposing of agricultural commodities for Foreign Governments, government agencies, including Army and Navy, and other purchasers such as private relief societies, et al, that may utilize the facilities of the Production and Marketing Administration, Commodity Credit Corporation. Includes all work incident to determining for the above claimants and recipients, requirements and allocations requisite to fulfillment of above procurement programs. Includes all liquidation work required for the above claimants. This project does not include work in connection with the liquidation of the UNRRA Program, relief assistance to the peoples of countries devastated by war, and assistance to Greece and Turkey which are to be reported separately.

N Assistance to Devastated Countries - Includes all work in connection with procuring, storing, handling, shipping (including ocean shipping) and disposing of agricultural commodities for assistance to the peoples of countries devastated by war. Includes all work incident to determining for the above claimants and recipients requirements and allocations, requisite to fulfillment of above procurement program.

O Greece and Turkey Aid - Includes all work in connection with procuring, storing, handling, shipping and disposing of agricultural commodities for assistance to Greece and Turkey. Includes all work incident to determining for the above claimants and recipients requirements and allocations requisite to fulfillment of above procurement program.

LISTING AND DEFINITIONS OF WORK PROJECTS TO BE REPORTED

P UNRRA (liquidation) - Includes all accounting, inventory management, claims adjudication, audit and investigation and other work incident to completely liquidating UNRRA program.

Q Surplus Property Disposal - All work performed in acquiring, maintaining and disposing of agricultural commodities declared surplus by other Federal agencies under the Surplus Property Act.

R Sugar Act - All work incident to carrying into effect the provisions of the Sugar Act of 1937.

S Conservation and Use - Agricultural Conservation Program - All work performed under authority of (1) the Soil Conservation and Domestic Allotment Act relating to the control and prevention of soil erosion and the reestablishment of the ration between the purchasing power of farmers and non-farmers that prevailed during the 5 year period August 1, 1909 and July, 1914, and (2) the Agricultural Adjustment Act of 1938, except the provisions of sections 201, 202, 303, and 383, relative to adjustments in freight rates, new uses and new markets for farm commodities, parity payments, and insurance for cotton and reconcentration of cotton, and the provisions of titles IV and V relating to cotton pool participation trust certificates and crop insurance.

T Conservation and Use - Tobacco Marketing Quota Program - All activities incident to the Tobacco Marketing Quota Program.

U Conservation and Use - Peanut Marketing Quota Program - All activities incident to the Peanut Marketing Quota Program.

V Moisture Content and Grade Determinations - Includes work performed by the State Offices under advance of capital funds of the CCC for inspecting, sampling, grading, sealing, testing, and other work incident to the storing of agricultural commodities and making loans thereon under the commodity loan programs.

W Photogrammetric Work - Includes activity in connection with furnishing photogrammetric services to other agencies as authorized by Section 387 of theAgricultural Adjustment Act of 1938.

X Farm Labor (Liquidation) - Activities incident to the operation and liquidation of the Farm Labor Supply Program.

Y Market News Service - Includes all work in connection with collecting, and disseminating market news on agricultural commodities including cold storage reports. Excludes market news service on commodities authorized by specific law; such as the Cotton Acts and Tobacco Acts.

LISTING AND DEFINITIONS OF WORK PROJECTS TO BE REPORTED

Z Market Inspection - Direct Appropriation - Includes work in connection with inspection and grading of farm products as to class, quality and condition, which is financed from the appropriation "Market Inspection of Farm Products". Excludes inspection of commodities authorized by specific laws such as the Tobacco Inspection Act.

AA Marketing Farm Products - Includes the standardization and marketing research on fresh and processed fruits and vegetables, livestock, meat, wool, dairy and poultry products, grain, rice, beans, peas, hay, seed, hops, cotton and cotton seed. Also the development and administration of programs in collaboration with public and private agencies and individuals to assure adequacy of facilities, storage and transportation by common carrier and other work on various food marketing problems.

AB Tobacco Acts - Includes all activity incident to carrying into effect the provisions of theTobacco Inspection Act.

AC PAC, Produce Agency and Standard Containers Acts - Includes all activity incident to carrying into effect the provisions of the Perishable Agricultural Commodities Act, the Produce Agency Act, the Standard Containers Acts and the Export Apple and Pear Act.

AD Cotton Acts - Includes all activity incident to carrying into effect the provisions of the Cotton Statistics, Classing, Standards and Futures Acts.

AE Grain Standards Act - Includes all activity incident to carrying into effect the provisions of this act.

AF Warehouse Act - Includes all activity incident to carrying into effect the provisions of this act.

AG Federal Seed Act - Includes all activity incident to carrying into effect the provisions of this act.

AH Packers and Stockyards Act - Includes all activity incident to carrying into effect the provisions of this act.

AI Naval Stores Act - Includes all activity incident to carrying into effect the provisions of this act.

AJ Insecticide Act - Includes all activity incident to carrying into effect the provisions of this act.

AK Freight Rates for Farm Products - Includes all activity incident to carrying into effect the provisions of section 201(a) to 201(d) of title II of the Agricultural Adjustment Act of 1938 relating to adjustment of freight rates for farm products.

LISTING AND DEFINITIONS OF WORK PROJECTS TO BE REPORTED

AL Marketing Act of 1946 - Includes all activities financed from allocations under the Marketing Act of 1946.

AM Market Inspection - Trust Funds - Includes all work in connection with inspection and grading of farm products as to class, quality and condition, which is financed from fees charged for inspection and grading services deposited in trust funds.

AN Market Inspection - Working Funds - Includes work in connection with inspection and grading of farm products as to class, quality and condition which is financed from funds advanced from other agencies.

AO Market Inspection - Army Hay - Includes activity in connection with inspection of hay and supervision of army hay inspectors.

AP Special Research - Includes research financed from the departmental special research funds such as the extraction of foreign material from cotton lint of gins.

AQ Cotton Classification - Includes cotton classification work in connection with cotton loan and purchase programs financed from capital funds of the Commodity Credit Corporation.

AR Wool Grading - Includes wool grading work in connection with wool purchase programs financed from capital funds of the Commodity Credit Corporation.

WORK PROJECTS BY BRANCHES

Order of listing work projects on AD-532. Code letters and titles are the same as those shown in Exhibit A.

Column	Project	Branch and Projects
		OFFICE OF AUDIT
1	A	Section 32 Diversion Activities
2	B	Section 32 Export Activities
3	C	Section 32 Purchase and Direct Distribution
4	H	National School Lunch
5	I	Price Support Programs (CCC)
6	J	Subsidy Programs (CCC)
7	L	Purchases in Foreign Countries
8	M	Cash Paying Governments
9	N	Assistance to Devastated Areas
10	O	Greece-Turkey Aid
11	P	UNRRA (Liquidation)
12	S	Conservation & Use - Agricultural Conservation Programs
13	T	Conservation & Use - Tobacco Marketing Quota Programs
14	U	Conservation & Use - Peanut Marketing Quota Programs
		FISCAL BRANCH (Program)
1	A	Section 32 - Diversion Activities
2	B	Section 32 - Export Activities
3	C	Section 32 - Purchase and Direct Distribution
4	G	Section 32 - Administration of Marketing Agreements
5	H	National School Lunch Act
6	I	Price Support Programs (CCC)
7	J	Subsidy Programs (CCC)
8	K	Export Programs (CCC)
9	L	Purchases in Foreign Countries
10	M	Cash Paying Governments
11	N	Assistance to Devastated Countries
12	O	Greece-Turkey Aid
13	P	UNRRA (Liquidation)
14	Q	Surplus Property Disposal
15	X	Farm Labor Supply (Liquidation)

WORK PROJECTS BY BRANCHES

Column	Project	Branch and Projects
		COMPLIANCE AND INVESTIGATION BRANCH
1	A	Section 32 Diversion Activities
2	B	Section 32 Export Activities
3	C	Section 32 Purchase and Direct Distribution
4	E	Section 32 Marketing of Abundant Foods
5	G	Section 32 Administration of Marketing Agreements
6	H	National School Lunch Act
7	I	Price Support Programs (CCC)
8	J	Subsidy Programs (CCC)
9	M	Cash Paying Governments
10	N	Assistance to Devastated Countries
11	O	Greece-Turkey Aid
12	S	Conservation and Use - Agricultural Conservation Program
13	T	Conservation and Use - Tobacco Marketing Quota Program
14	U	Conservation and Use - Peanut Marketing Quota Program
15	AB	Tobacco Acts
		FRUIT AND VEGETABLE BRANCH
1	A	Section 32 Diversion Activities
2	B	Section 32 Export Activities
3	C	Section 32 Purchase and Direct Distribution
4	E	Section 32 Marketing of Abundant Foods
5	G	Section 32 Administration of Marketing Agreements
6	H	National School Lunch
7	I	Price Support Programs (CCC)
8	J	Subsidy Programs (CCC)
9	K	Commodity Export Programs
10	L	Purchases in Foreign Countries
11	M	Cash Paying Governments
12	N	Assistance to Devastated Countries
13	O	Greece-Turkey Aid
14	Q	Surplus Property Disposal

WORK PROJECTS BY BRANCHES

Column	Project	Branch and Projects
		GRAIN BRANCH
1	I	Price Support Programs
2	J	Subsidy Programs
3	M	Cash Paying Governments
4	N	Assistance to Devastated Countries
5	O	Greece-Turkey Aid
6	P	UNRRA (Liquidation)
7	Q	Surplus Property Disposal
		PRICE SUPPORT AND FOREIGN SUPPLY BRANCH
1	C	Section 32 Purchase and Direct Distribution
2	I	Price Support Programs (CCC)
3	J	Subsidy Programs (CCC)
4	K	Commodity Export Programs (CCC)
5	L	Purchases in Foreign Countries
6	M	Cash Paying Governments
7	N	Assistance to Devastated Countries
8	O	Greece-Trukey Aid
9	P	UNRRA (Liquidation)
10	Q	Surplus Property Disposal
		SHIPPING AND STORAGE BRANCH
1	C	Section 32 Purchase and Direct Distribution
2	H	National School Lunch
3	I	Price Support Programs (CCC)
4	M	Cash Paying Governments
5	N	Assistance to Devastated Countries
6	O	Greece-Turkey Aid
7	P	UNRRA (Liquidation)
8	Q	Surplus Property Disposal

SALARY TABLE

New Annual Salary Rate	Daily Rate	Monthly Rate 20* Nov. '47 Feb. '48	21* Aug. '47 May ' 48	22* Sept. '47 Jan. '48 Apr. '48 June '48	23* July '47 Oct. '47 Dec. '47 March '48
$ 1,080.	$ 4.15	$ 83.00	$ 87.15	$ 91.30	$ 95.45
1,170.	4.50	90.00	94.50	99.00	103.50
1,258.	4.84	96.80	101.64	106.48	111.32
1,330.	5.12	102.40	107.52	112.64	117.76
1,402.	5.39	107.80	113.19	118.58	123.97
1,690.	6.50	130.00	136.50	143.00	149.50
1,756.	6.75	135.00	141.75	148.50	155.25
1,822.	7.01	140.20	147.21	154.22	161.23
1,888.	7.26	145.20	152.46	159.72	166.98
1,954.	7.52	150.40	157.92	165.44	172.96
2,020.	7.77	155.40	163.17	170.94	178.71
2,093.04	8.05	161.00	169.05	177.10	185.15
2,168.28	8.34	166.80	175.14	183.48	191.82
2,243.52	8.63	172.60	181.23	189.86	198.49
2,268.60	8.73	174.60	183.33	192.06	200.79
2,318.76	8.92	178.40	187.32	196.24	205.16
2,394.	9.21	184.20	193.41	202.62	211.83
2,469.24	9.50	190.00	199.50	209.00	218.50
2,519.40	9.69	193.80	203.49	213.18	222.87
2,544.48	9.79	195.80	205.59	215.38	225.17
2,619.72	10.08	201.60	211.68	221.76	231.84
2,644.80	10.17	203.40	213.57	223.74	233.91
2,694.96	10.37	207.40	217.77	228,14	238.51
2,770.20	10.65	213.00	223.65	234.30	244.95
2,845.44	10.94	218.80	229.74	240.68	251.62
2,895.60	11.14	222.80	233.94	245.08	256.22
2,920.68	11.23	224.60	235.83	247.06	258.29
3,021.00	11.62	232.40	244.02	255.64	267.26
3,146.40	12.10	242.00	254.10	266.20	278.30
3,271.80	12.58	251.60	264.18	276.76	289.34
3,397.20	13.07	261.40	274.47	287.54	300.61
3,522.60	13.55	271.00	284.55	298.10	311.65
3,648.00	14.03	280.60	294.63	308.66	322.69
3,773.40	14.51	290.20	304.71	319.22	333.73
3,898.80	15.00	300.00	315.00	330.00	345.00
4,024.20	15.48	309.60	325.08	340.56	356.04
4,149.60	15.96	319.20	335.16	351.12	367.08
4,275.00	16.44	328.80	345.24	361.68	378.12
4,400.40	16.92	338.40	355.32	372.24	389.16
4,525.80	17.41	348.20	365.61	383.02	400.43
4,651.20	17.89	357.80	375.69	393.58	411.47

SALARY TABLE

New Annual Salary Rate	Daily Rate	Monthly Rate 20* Nov. '47 Feb. '48	21* Aug. '47 May '48	22* Sept. '47 Jan. '48 Apr. '48 June '48	23* July '47 Oct. '47 Dec. '47 March '48
$ 4,776.60	$18.37	$ 367.40	$ 385.77	$ 404.14	$ 422.51
4,902.00	18.85	377.00	395.85	414.70	433.55
5,027.40	19.34	386.80	406.14	425.48	444.82
5,152.80	19.82	396.40	416.22	436.04	455.86
5,278.20	20.30	406.00	426.30	446.60	466.90
5,403.60	20.78	415.60	436.38	457.16	477.94
5,654.40	21.75	435.00	456.75	478.50	500.25
5,905.20	22.71	454.20	476.91	499.62	522.33
6,144.60	23.63	472.60	496.23	519.86	543.49
6,384.00	24.55	491.00	515.55	540.10	564.65
6,623.40	25.47	509.40	534.87	560.34	585.81
6,862.80	26.40	528.00	554.40	580.80	607.20
7,102.20	27.32	546.40	573.72	601.04	628.36
7,341.60	28.24	564.80	593.04	621.28	649.52
7,581.00	29.16	583.20	612.36	641.52	670.68
7,820.40	30.08	601.60	631.68	661.76	691.84
8,059.80	31.00	620.00	651.00	682.00	713.00
8,179.50	31.46	629.20	660.66	692.12	723.58
8,478.75	32.61	652.20	684.81	717.42	750.03
8,778.00	33.76	675.20	708.96	742.72	776.48
9,077.25	34.91	698.20	733.11	768.02	802.93
9,376.50	36.06	721.20	757.26	793.32	829.38
9,975.00	38.37	767.40	805.77	844.14	882.51
10,000.00	38.46	769.20	807.66	846.12	884.58

* Represents maximum pay status days in respective month